ROUTING AND TRANSMITTAL SLIP

Date 14 January 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	*[initials]*	14/1
2. ADDA	*[initials]*	14 JAN 1985
3. DDA (has seen)	—	
4. Registry	*[initials]*	5 Jan 85
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1983 0 - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

85-0137

10:05 AM -- 10 January 1985

Note To:

STAT   From: _____

Subject: Suspense Items   1— 1

   I intend (indeed have in some cases) to use this system to advise **EXNET**
users of items that have been given your components for action. The
intent is to provide an FYI service only. Many pieces of correspondence
are handled routinely each day; some of the more significant (C-grams,
Cong correspondence, etc.) I try to track. As you know, The
DCI/DDCI/EXDIR are anxious that such items are acted on promptly. Since
you time is properly taken by more important tasks, and you rely on your
systems to do the needful re meeting deadlines, some of these items can
slip off your scopes.

   What I will do is simply list those items that are OVERDUE according
to the suspense assigned. This will allow you the opportunity to check
on the status if you so desire (with a minimum of time on your part). As
I can get the ADP types to give me what I need, I hope to develop a
'calendar' which is updated daily re such items to which you all,
collectively, can have access. This will allow you personally to know
what dates have been assigned to what items (and thus allow you to
suggest a change in the due date) as well as be aware of who has what
for action (since someone else may have a piece of the action unknown to
someone else).

   This is being done on an FYI basis only, and hopefully it will be
useful to you (it may save you the time of what you want to read to ask
about). Similarly, I will use the exnet to advise of DCI requests etc
(to avoid the unnecessary preparation of memos, etc.)